



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All State Agencies, Boards, Commissions and Institutions of Higher Education
ATTENTION: Professional Consulting Services Contracting Staff

FROM: Joseph A. Giddis, Director

DATE: November 7, 2003

SUBJECT: Review Committee Meeting—November 5, 2003

Please pass this memorandum to those staff personnel responsible for processing Professional Consulting Services contracts.

The Review Sub-Committee met November 5, 2003 to review various Professional Consultant Services contracts. The members have a very short period of time in which to read and understand what the agency intends to accomplish through the contracting process. The more specific the information, the better the members will understand the purpose and scope of the professional consultant services contract.

When filling out the OSP-1 contract form, in section 6, Objectives and Scope, provide detailed information on what your agency will accomplish through this contract. The Committee staff uses this section when they put together the committee agenda. The Review Committee is looking for a clear, concise statement of the work to be accomplished. Do not attempt to include the entire contractual language. Also, please remember that an agency representative with knowledge of the contract must be present at the committee meeting to answer legislators' questions. A copy of the Review Committee agenda may be found at: www.arkleg.state.ar.us under the "Meetings and Events" heading.

The Professional Consultant Services contracting section in OSP will review the contracts and may ask that an agency modify or change the narrative in section 6 to better explain the objective and scope.

Please email either jerry.hester@dfa.state.ar.us, sandra.booth@dfa.state.ar.us or mike.patterson@dfa.state.ar.us for questions and assistance.

CC:
Co-Chairs, Review Sub-committee
Members, Review Sub-Committee
Richard Weiss
Tim Leathers
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